



***Alert
on
Reducing
Occupational
Exposures
to Hazardous Drugs
in Healthcare:
Converting Theory
to Practice***

CALL FOR EXHIBITORS AND VENDORS

October 3-5, 2004

**Crowne Plaza San Antonio Riverwalk
(formerly the Adams Mark Hotel)
San Antonio, Texas**



Deadline for Exhibitor Proposals

Friday, September 3, 2004

The Call for Exhibitors is an invitation display goods and services to 350 - 400 participants at this conference.

For online information, please visit the NIOSH hazardous drug topic page at:

<http://www.cdc.gov/niosh/topics/hazdrug/>

If you have any questions, please contact Clevette Colclough at (803) 743-1145 or via e-mail at ccolclough@desainc.com.

Exhibitor Set-up & Removal Times

Set-up: Monday, October 4, 2004 from 4:00 p.m. to 7:00 p.m.
Removal: Tuesday, October 5, 2004 from 3:00 p.m. to 5:00 p.m.

Exhibitor Hours

Tuesday, October 5, 2004 9:00 a.m. – 3:00 p.m.

Lodging Information

Exhibitors are responsible for their own lodging. The special group rate for the Crowne Plaza San Antonio Riverwalk, San Antonio, TX is \$91.00 per night, single and \$110.00 double occupancy.

Exhibitor Fees

Exhibit Booth includes draping and an identification sign only. Additional equipment such as tables, chairs, wastebaskets and electricity, etc... can be purchased from Freeman Decorating directly.

Fees: \$275.00 (Payment received by September 3, 2004)
\$325.00 (Payments received September 4, 2004 through October 1, 2004)

Exhibitor fee also includes:

Continental Breakfast and boxed lunch on Monday and Tuesday, as well as workshop hand-out materials for one person. Exhibit staff wishing to attend the conference should complete a separate Participant Registration Form and return with the appropriate fees.

All reservations must be accompanied by payment.

Exhibitor fees may be paid by VISA, Mastercard, check, or money order.

Cancellation Policy

To request a refund of the exhibit fees, cancellations must be received in writing to DESA, Inc. by the following dates:

<u>Cancellation Noticed Received</u>	<u>% of Exhibitor./Vendor Fees Returned</u>
On or Before Monday, September 3, 2004	50%
On or after September 4, 2004	None

Any refunds will be issued 6-8 weeks after the conference.

Application for Exhibitor/Vendor Space

Application Deadline: September 3, 2004

*Proposals must be received no later than **Monday, September 3, 2004**. If you have any questions, please contact Clevette Colclough at (803) 743-1145, or via e-mail at ccolclough@desainc.com.*

Name: _____ **Date:** _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

E-mail _____

Emergency Contact Name and Telephone: _____

Additional exhibit staff (not attending conference) : _____

The person(s) listed above will not receive conference materials or meals provided to conference participants.

Special Needs: _____

Note: Exhibit Space and location will be assigned on a first come, first serve basis.

Please fax or mail completed form and payment to:

DESA, Inc.
PO Box 6805
Columbia, SC 29260
Fax (803) 782-6741
E-mail: ccolclough@desainc.com

NIOSH
4676 Columbia Parkway
Cincinnati, OH 45226

NIOSH Permit #
Information



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